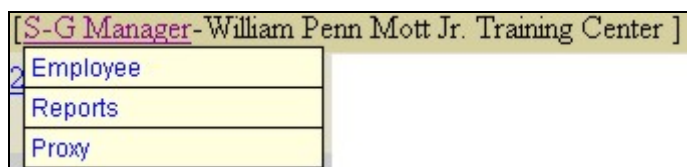


## SUB-GROUP MANAGER

**OVERVIEW:** As a Sub-Group Manager, you will have all the functions of Employee and Supervisor (see Employee/Supervisor Help Files).

The Sub-Group Manager Role will allow the User to manage their Employees' Training Requirements. They have two additional tasks on their Home Page, the Sub-Group Manager drop down list and the Training Request Management bar.

- I. **Management Tasks:** By placing the mouse on the [Sub-Group Manager](#) link, three management tasks will appear on a drop down list: Employee, Reports and Proxy. The drop down list will look similar to this:



- A. **EMPLOYEE:** By clicking this link within the drop down list, a page will appear that will look similar to this:



1. This page allows the Sub-Group Manager to manage all training requirements for their Employees. To locate all Employees, click the [All](#) link or [A-Z](#) listing based on the last name. To search for a specific Employee, type their last name in the search by name box and click the link. By clicking the [All](#) link, a page listing all assigned Employees will appear. The screen will look similar to this:

Close Window    Back

### Employees

[P.O.S.T.](#)      Search by name:

[All](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

Name	Classification	Sub-Group	Training Record
<a href="#">BOST, PATRICIA</a>	Staff Service Analyst (General)	William Penn Mott Jr. Training Center	<a href="#">View</a>
<a href="#">BREAKFIELD, CONNIE</a>	Supervising State Park Ranger	William Penn Mott Jr. Training Center	<a href="#">View</a>
<a href="#">BURNER, ROY</a>	State Park Ranger	William Penn Mott Jr. Training Center	<a href="#">View</a>
<a href="#">COMBS, CHARLES</a>	Park Maintenance Chief III	William Penn Mott Jr. Training Center	<a href="#">View</a>
<a href="#">DANIELSON, JOANNE</a>	State Park Superintendent II	William Penn Mott Jr. Training Center	<a href="#">View</a>
<a href="#">GREEN, MICHAEL</a>	State Park Interpreter II	William Penn Mott Jr. Training Center	<a href="#">View</a>
<a href="#">HENRY, GINGERLOU</a>	Staff Services Manager II (Supervisory)	William Penn Mott Jr. Training Center	<a href="#">View</a>
<a href="#">SPENCER, WILLIAM</a>	Park Maintenance Worker I	William Penn Mott Jr. Training Center	<a href="#">View</a>
<a href="#">WAGY, STEVEN</a>	State Park Superintendent III	William Penn Mott Jr. Training Center	<a href="#">View</a>
<a href="#">YAEGER, PAMELA</a>	Staff Service Analyst (General)	William Penn Mott Jr. Training Center	<a href="#">View</a>

2. **Home Page:** To view the details of an Employee's Home Page, click the Employee's name. The Sub-Group Manager will be presented with a screen that will allow them to edit the Employee's contact information as well as their Training Group, Sub-Training Group and Primary and Alternate Supervisors. The screen will look similar to this:

Close Window    Back

### HOME PAGE

**Name**  
BREAKFIELD, CONNIE

**Classification**  
#0980: Supervising State Park Ranger

**Education/License**  
N/A

**Training Group**  
Training Office (068)

**Sub-Group:**  
William Penn Mott Jr. Training Center

**Email**  
CBREAKFIELD@parks

**Work Phone**  
(831) 372-4076

**Primary Supervisor**  
DANIELSON, JOANNE

**Alternate Supervisor**  
HENRY, GINGERLOU

**Training Coordinator**  
HENRY, GINGERLOU

**Manager**  
KIRSCHENMAN, GAIL

P.O.S.T. (C.P.T.) Management					
<b>Requirement 1 : Advanced Officer Training (10 hours every 24 months)</b>					
Program Title	Completed Hrs	Completion Date	Due Date	In Compliance	
NIMS/SEMS Basic Course	8	3/21/2006	3/21/2008	YES	
Firearms/Tactical Rifle	24	11/17/2005	11/17/2007	YES	
<b>Total Hours</b>	<b>32</b>	<b>In Compliance</b>			
<b>Requirement 2 : Perishable Skills (Every 24 months)</b>					
Post Subject	Required Hrs	Completed Hrs	Completion Date	Due Date	In Compliance
PSP Firearms Training	4	4	3/22/2006	3/22/2008	YES
PSP Driver Training	4	6	3/23/2006	3/23/2008	YES
PSP Arrest and Control Training	4	4	3/22/2006	3/22/2008	YES
PSP Tactical Communications	2	2	3/23/2006	3/23/2008	YES


Required Programs					
Program Title	Subject	Completion Date	Repeat Interval	Due Date	Compliant
Racial Profiling	Classification	12/10/2003	60	12/10/2008	YES
Ethics Orientation for State Officials	Supervisor	Pending	24	N/A	NO
Elder and Dependent Adult Abuse - CPT Video	Classification	Pending	Pending	N/A	NO
Supervisory Course	Supervisor	Pending	72	N/A	NO
Sexual Harassment Prevention	Supervisor	Pending	24	N/A	NO
Defensive Driver Training Program	Supervisor	10/24/2003	48	10/24/2007	YES
Purchasing (Video-30 Minutes)	Supervisor	5/5/2004	24	5/5/2006	YES
Cal-Card Refresher (Video-30 Minutes)	Supervisor	5/5/2004	24	5/5/2006	YES

3. **Employee Training Record:** To view the Employee's Training Record, click the [View](#) link in the Training Record column. This

screen will list all training programs and instructor hours that the Employee has completed. The screen will look similar to this:

[Close Window](#)   [Back](#)

### Training Record (YAEGER, PAMELA)

 [download training record](#)

Training Programs Completed									
P.O.S.T.	Program Title	Repeat Interval(months)	Training Provider	Program Provider	Location	Completion Date	Length(hr)	Grade	Training Category
YES	<a href="#">Academy Director/Coordinator Workshop</a>	N/A	N/A		Hawaii	5/6/2006	26	N/A	
NO	<a href="#">Advanced Carpentry Skills</a>	N/A	N/A		Annex	3/22/2006	36	N/A	
NO	<a href="#">A Program Test Email</a>	N/A	N/A		Annex	3/6/2006	24	B	Job Related
NO	A Program Attendance Roster Group	N/A	DPR	ETMS Team	Monterey	3/3/2006	0	N/A	
NO	<a href="#">AED</a>	12	DPR		This old house	4/6/2005	32	N/A	
NO	Microsoft Word XP - Level I	N/A	DPR		Salinas	11/19/2003	7	N/A	Job Related
NO	Cal-Card Refresher (Classroom)(Declined)	24	DPR		Mott Training Center	10/22/2003	2	N/A	Job Required
NO	Defensive Driver Training Program	48	DPR		MTC	4/1/2003	4	N/A	Job Required
NO	Business and Fiscal, Module I	N/A	DPR		Sacramento/HQ	10/4/2000	14	N/A	Job Related
NO	Employee Benefits	N/A	DPR		Sacramento-Headquarters	9/10/1999	16	N/A	Job Required
YES	Supervisory Course	72	DPR	MTC	MTC	1/15/1999	120	Credit	Job Related

Instructor Hours for Training Programs				
P.O.S.T.	Program Title	Instructor Type	Location	Length(hr)
NO	Advanced Carpentry Skills	EMR	Annex	36
NO	AED	Firearms	This old house	32

- a. **Program Title:** If a Training Request was completed on ETMS, the Program Title will link to the details of the Employee's Training Request. This page can be printed and included with the Travel Expense Claim for reimbursement. The screen will look similar to this:

[Close Window](#)   [Back](#)

### Approved

Name:	WAGY, STEVEN
Classification:	State Park Superintendent III
Training Group:	Training Section
Sub Group:	William Penn Mott Jr. Training Center
Training Provider:	DPR
DPR:	DPR
Location:	Healdsburg
Program Title:	Coastal Marine Interpretation
Training Request Is:	Upward Mobility
Justification:	I look cool in shorts
Date:	6/5/2006 - 6/10/2006
<b>Supervisor:</b>	<b>HENRY, GINGERLOU</b>
Date Approved:	3/7/2006
Supervisor Comment:	No Data
<b>Sub-Group Manager:</b>	<b>HENRY, GINGERLOU</b>
Date Approved:	3/7/2006
Sub-Group Manager Comment:	No Data
<b>Manager:</b>	<b>KIRSCHENMAN, GAIL</b>
Date Approved:	3/7/2006
Manager Comment:	No Data
<b>Training Specialist:</b>	<b>LOMBARD, KARYN</b>
Date Approved:	3/7/2006
Training Specialist Comment:	No Data
Accommodation:	Dietary
Explanation:	Lots of fish

4. **P.O.S.T. Compliance:** To access the P.O.S.T. Compliance Report, click the [Employee](#) link within the drop down list, a page will appear that will look similar to this:

Close Window

### Employees

[P.O.S.T.](#)

Search by name:

search

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

By clicking the [P.O.S.T.](#) link, a Compliance Report will appear for all State Park Peace Officers assigned to the Sub-Group Manager and the status of their P.O.S.T. training. The screen will look similar to this:

Close Window    Back

### P.O.S.T. (C.P.T.) Compliance Report

Name	Classification	In Compliance
<a href="#">DAVIS, TIMOTHY</a>	State Park Ranger	NO
<a href="#">FEAZEL, STEPHEN</a>	State Park Superintendent III	NO
<a href="#">FEHLING, MICHAEL</a>	State Park Superintendent I	NO
<a href="#">FOSTER, ROBERT</a>	State Park Superintendent V	YES
<a href="#">HEARNE, SUSAN</a>	State Park Ranger	NO
<a href="#">LYNN, BRUCE</a>	State Park Superintendent II	YES
<a href="#">MARTIN, DANIEL</a>	State Park Ranger	NO
<a href="#">MCGAUGH, RICHARD</a>	State Park Ranger	NO
<a href="#">NIXON, VALERIE</a>	State Park Ranger	NO
<a href="#">NIXON JR, THOMAS</a>	State Park Ranger	NO
<a href="#">SCOTT, NEIL</a>	State Park Ranger	NO
<a href="#">SHERMAN, JAY</a>	State Park Superintendent II	YES
<a href="#">VIANUEVA, DANIEL</a>	State Park Ranger	NO
<a href="#">WOODS, STEVEN</a>	State Park Ranger	NO

- a. To see the specific details of an Employee's Compliance Report, click the Employee's name and you will be linked to their P.O.S.T. Management screen. The screen will look similar to this:

FEHLING, MICHAEL

Close Window

P.O.S.T. ( C.P.T. ) Management

Requirement 1 : Advanced Officer Training (10 hours every 24 months)

Program Title	Completed Hrs	Completion Date	Due Date	In Compliance
P.O.S.T. Video - Recognizing, Reporting, and Preventing Terrorism	2	4/12/2005	4/12/2007	YES
Elder and Dependent Adult Abuse - CPT Video	2	2/2/2005	2/2/2007	YES
Management Course	104	1/13/2005	1/13/2007	YES
Total Hours	108	In Compliance		

Requirement 2 : Perishable Skills (Every 24 months)

Program Title	Required Hrs	Completed Hrs	Completion Date	Due Date	In Compliance
PSP Firearms Training	4	4	4/23/2004	4/23/2006	YES
PSP Driver Training	4	4	3/3/2005	3/3/2007	YES
PSP Arrest and Control Training	4	4	12/10/2004	12/10/2006	YES
PSP Tactical Communications	2	2	12/17/2003	12/17/2005	NO

- B. [REPORTS](#): This will allow the User to run certain standard reports for their assigned Employees. By clicking the [Reports](#) link within the Sub-Group Manager drop down list, a screen will appear with several standard reports. The screen will look similar to this:

<div>Close Window</div> <div>Back</div>
<h2>Report Management</h2> <p><a href="#">90 Day Evaluation</a></p> <p><a href="#">POST Compliance Report</a></p> <p><a href="#">Non-POST Program Compliance Report</a></p> <p><a href="#">COST For Out-Service</a></p> <p><a href="#">Instructor Type</a></p>

- C. [PROXY](#): A Sub-Group Manager has the ability to assign another user to perform their function within ETMS. A Sub-Group Manager is allowed only one Proxy at a time.
- To activate a Proxy, do the following:
    - Click the [Proxy](#) link in the drop down list.
    - Select an Employee from the list and click **add**. This Employee is now the Proxy for your role.

2. The Proxy can be deactivated by the Sub-Group Manager or the Employee designated as Proxy. To deactivate, click the Proxy's name and click **Deactivate**.

**II. TRAINING REQUEST MANAGEMENT:** To manage all In-Service and Out-Service Training Requests for their Employees, a menu bar called **S-G MGR** (William Penn Mott Jr. Training Center): *Action Needed!* **IN(0)-OUT(2)** is located on their Home Page. There are two links that allow the Sub-Group Manager to manage all In-Service and Out-Service Training Requests. The number within the parenthesis is the link to the pending In-Service or Out-Service Training Requests.

**A. In-Service Training Request:** By clicking the link, the Sub-Group Manager can view all Pending, Approved and Not Approved Training Requests. The screen will look similar to this:

Home Back

Training Request Management (SUB-GROUP MANAGER)

[ Pending ] [ Approved ] [ Not Approved ] By Name: BOST, PATRICIA Search

Page :

In-Service Training (Pending)

Submit Date	Name	Classification	Program	Program Date	DPR392 Due Date	Approval	Rank	Comment
No Data!								

**NOTE:** The link defaults to the Pending In-Service Training Request.

1. [\[Pending\]](#): Displays all Training requests that are pending action by the Sub-Group Manager. The screen will look similar to this:

Home Back

Training Request Management (SUB-GROUP MANAGER)

[ Pending ] [ Approved ] [ Not Approved ] By Name: BOST, PATRICIA Search

Page : 1

In-Service Training (Pending)

Submit Date	Name	Classification	Program	Program Date	DPR392 Due Date	Approval	Rank	Comment
<a href="#">Detail</a> 5/3/2006	WAGY, STEVEN	State Park Superintendent III	Lifeguard Training	6/20/2006 - 6/27/2006	3/22/2006	Pending	Select	

submit

- a. [\[Detail\]](#): This link displays the details of the Employee Training Request.



- b. **Approval Action:** From the drop down list in the Approval column, the Sub-Group Manager can Approve or Not Approve the Training Request. If Not Approve is selected, the Sub-Group Manager must provide a comment.
    - c. **Rank:** Rank the Training Request with “1” being the highest priority and “5” being the lowest.
    - d. **Submit:** The Training Request will be sent to the Manager for their approval action.
  - 2. [\[Approved\]](#): This link displays all Training Requests that have been approved by the Sub-Group Manager. Sub-Group Managers have the ability to edit any approved Training Requests that have not been acted upon by the Manager.
  - 3. [\[Not Approved\]](#): This link displays all Training Requests that have not been approved by the Sub-Group Manager. Sub-Group Managers have the ability to edit any Training Requests that they have not approved.
  - 4. **Search by Employee Name:** The Sub-Group Manager has the ability to search for an Employee by name. Select an Employee from the drop down list and click the [Search](#) link.
  - 5. **Page:** Each page displays ten records. To view additional records click on the page number link(s).
- B. **Out–Service Training Request:** This functions exactly the same as In-Service Training Request Management except the ranking, which is not required.